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**TO: Economic Support Supervisors  
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Training Staff  
Child Care Coordinators  
W-2 Agencies**

**FROM: Amy Mendel-Clemens  
Communications Section  
Bureau of Health Care Eligibility**

**BHCE/BWP OPERATIONS MEMO**

**No.: 03-76**

**Date: 12/19/2003**

**Non W-2 ☒ W-2 ☐ CC ☐**

**PRIORITY: HIGH**

**SUBJECT: MEDICAID NOTICE ROLL-UP**

**CROSS REFERENCE:** None

**EFFECTIVE DATE:** December 26, 2003

**PURPOSE**

This memo outlines the changes made to the Medicaid Program (MA) notices generated by the CARES system.

**BACKGROUND**

As part of the Workload Reduction initiative, the notice of decision generated by CARES for an applicant/recipient's application for MA has been streamlined. The goal was to develop a more concise and understandable notice for the customer. Many customers were unable to understand the notice they received, thus found it necessary to call their local ES worker with questions. It is our hope that the customers will be able to understand the notices they receive, thus ending the need to make these calls.

## **POLICY**

### CURRENT NOTICE STRUCTURE

The notice of decision generated by CARES contains separate sections noting eligibility for each MA category that is confirmed by the ES worker. With the many different MA categories, this resulted in a printed notice that was very long and has proven to be confusing to the customer. An individual can be listed multiple times in different MA categories. Customers often do not understand for which category of MA they are eligible.

### NEW NOTICE STRUCTURE

Effective December 29, 2003, CARES will begin producing MA notices based on the five different MA sub groupings listed here:

- Family Medicaid (FMA)
- Elderly, Blind and Disabled Medicaid (EBD)
- Limited Benefit Medicaid (LBM)
- Long Term Care (LTC)
- Medicare Premium Assistance (MPA)

CARES will generate one notice section for each sub grouping for each month of confirmed eligibility or ineligibility.

Each individual will be listed only once per sub grouping. Where possible, individuals will not appear in multiple sub groupings that have the same benefit level. When an individual is tested for more than one type of full benefit MA, and found eligible for one type, they will only be listed once as eligible for that type of MA. For example, an individual would not show as eligible for FMA and ineligible for EBD, they would only show as eligible for FMA. Consequently, should an individual be ineligible for FMA and ineligible for EBD, both categories will appear and show the ineligibility for each MA category.

If an individual is requesting MA with different benefit levels, their determination will be shown for each sub grouping. For example, if both LTC (Waiver) and MPA (QMB) are requested, eligibility determinations will be shown in both the EBD and MPA sections since EBD and MPA have different benefit levels.

Budgets will only be included for MA notices when eligibility is denied due to financial ineligibility or when passing with a premium, cost share, or spend down.

**NOTE ➤** Legal citations and reason codes will continue to appear on the notices as they have in the past. That formatting of that portion of the notice has not changed.

## **CARES CHANGES**

CNIN will no longer allow workers to suppress MA category level notice triggers. You will need to suppress the entire MA sub grouping instead to suppress the notice.

Effective with this change, the MA notice will now display the budget on CNHD. Unfortunately, due to the CARES screen width restriction, a portion of the right side of the budget will not be

displayed. However, the entire budget will print properly on the notices, including online print requests.

The following new notice type codes, with descriptions, will appear on CNIN and CNHS:

AEM1	FAMILY MEDICAID
AEM2	ELDERLY/BLIND/DISABLED
AEM3	LONG TERM CARE
AEM4	MEDICARE PREMIUM ASSISTANCE
AEM5	LIMITED BENEFIT MEDICAID

## ***CONTACTS***

BHCE CARES Information & Problem Resolution Center

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Note: Email contacts are preferred. Thank you.

DHFS/DHCF/BHCE/JE/MO